

CUMBERLAND UNIVERSITY
ACADEMIC APPEAL FORM

REASONS FOR SUBMITTING AN APPEAL

- | | | |
|---------------------------|------------------------|--------------------------|
| 1. Directed Study Request | 4. Course Substitution | 7. Graduation Waiver |
| 2. Course Overload | 5. Catalog Change | 8. Special Circumstances |
| 3. Transient Permission | 6. Course Waiver | |
- ***STUDENT'S SECTION***

NAME: _____ ID# _____

ADDRESS: _____ APT: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE(HOME) _____ (WORK) _____

EMAIL ADDRESS: _____@students.cumberland.edu

*****PLEASE ATTACH AND SIGN A LETTER THAT STATES YOUR REASONS FOR REQUESTING AN APPEAL. BE VERY SPECIFIC.**

STUDENT SIGNATURE/DATE _____

ADVISOR'S SECTION

ADVISOR'S RECOMMENDATION:

ADVISOR'S SIGNATURE/DATE _____

SCHOOL DEAN'S SECTION

SCHOOL DEAN'S RECOMMENDATION:

FACULTY ASSIGNED TO INSTRUCT DIRECTED STUDY (Student must have a letter from the faculty member saying that they have agreed to teach the directed study). It must be attached to this form

Faculty Assigned _____

PLEASE FORWARD COMPLETED FORM AND LETTER TO THE OFFICE OF ACADEMIC AFFAIRS

For directed studies, course substitutions, and transient permission, you will need the signature of the Dean of the School responsible for your major and the signature of the Dean of the School responsible for the course requested as a directed study, substitution, or transient permission.

DEAN'S SIGNATURE/DATE: _____

VPAA'S SIGNATURE/DATE: _____

**THERE IS A \$100 FEE FOR EACH DIRECTED STUDY
THERE IS A \$150 SEAT FEE FOR NET.WORK**

ACADEMIC APPEAL FORM PROCEDURE

STUDENT RESPONSIBILITY:

1. The student filing this appeal is responsible for insuring that all required attachments and signatures are secured.
2. The student is to maintain possession of this document and all attachments. Do not leave this form with an Advisor or Dean.
3. The completed documents must be turned in to the Registrar's Office in person.

REQUIRED DOCUMENTS:

Directed Study:

1. A letter from the student indicating the reason for the Directed Study.
2. Verification from the student's advisor that the course is not being repeated to replace and unsatisfactory grade.
3. Verification from the student's advisor or course instructor that the course will not be offered the following year and that the student did not forgo an opportunity to enroll in this course in the previous year.
4. Verification from the instructor that he/she is willing and available to teach the course.
5. There is a \$100.00 fee for each directed study.

Course Overload:

1. A letter from the student indicating the reason for the request.
2. A letter from the Advisor supporting the request and verifying the student's ability to carry the increased load.

Transient Permission:

1. The names and catalog numbers of the courses to be taken and where they will be taken.
2. Verification from the student's advisor or course instructor that the course is not being offered at Cumberland University in the term required **or**
3. Verification that the student is living outside a 50 mile radius of Cumberland University.
4. Verification from the student's advisor that the course is not being taken to replace an unsatisfactory grade earned at Cumberland University.

Course Substitution:

1. The reason for the substitution request.
2. The catalog course descriptions for both courses.
3. A detailed justification from the student's advisor as to the appropriateness of the substitution.

Other Requests:

1. Requests other than those outlined above must be discussed with the Vice President for Academic Affairs.
2. Specific documentation requirements will be addressed at that time.

Special Request to take course via Main or Net.Work or Mt. Juliet:

1. Reason for the special request
2. Obtain approval from the Vice President for Academic Affairs **and** the Vice President for Online & Professional Studies.
3. There is a \$150 fee.